



# Environment and Natural Resources Trust Fund

## M.L. 2011 Work Plan Cover Page

**Date of Status Update:** 9/23/2011  
**Date of Next Status Update:** 1/30/2012  
**Date of Work Plan Approval:**  
**Project Completion Date:**

**LCCMR Lead Staff:**  
TBD

**Is this an amendment request?:** No

**Project Title:** Experiential Environmental Education for Urban Youth

**Project Manager:** Mary Karius  
**Affiliation:** Hennepin County Environmental Services  
**Address:** 417 N 5th Street, Ste 200  
**City:** Minneapolis **State:** MN **Zipcode:** 55401

**Telephone Number:** 612-596-9129  
**Email Address:** mary.karius@co.hennepin.mn.us  
**Web Address:** http://www.hennepin.us

**Location:**

**Counties Impacted:** Hennepin  
**Ecological Section Impacted** Minnesota and Northeast Iowa Morainal (222M)

<b>Total ENRTF Project Budget:</b>	<b>ENRTF Appropriation</b>	\$200,000
	<b>Amount Spent:</b>	\$0
	<b>Balance:</b>	\$200,000

**Legal Citation:** M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd 08c

**Appropriation Language:**

\$200,000 the first year is from the trust fund to the commissioner of natural resources for an agreement with Hennepin County in cooperation with community partners to initiate new environmental education programs targeting inner-city youth that provide hands-on, experiential outdoor learning opportunities. This appropriation is available until June 30, 2014, by which time the project must be completed and final products delivered.

**Attachments - M.L. 2011 work Plan Main Document, M.L. 2011 Attachment A: Budget Detail, Acquisition/Restoration List (if applicable), Map (if applicable), Other (if applicable).**

**M.L. 2011 Work Plan Main Document:** Acquisition/Restoration List (if applicable): Other 1:  
 0911-2-005-proposal-ML2011 8c EE for Ur

**M.L. 2011 Attachment A: Budget Detail:** Map (if applicable): Other 2:  
 0911-2-005-budget-budgetREVISED - 9-21-



## Environment and Natural Resources Trust Fund (ENRTF) M.L. 2011 Work Plan Main Document

**I. PROJECT TITLE:** Experiential Environmental Education for Urban Youth.

**II. PROJECT SUMMARY:** Hennepin County will develop a new program called *UrbanWatch* that will focus on teachers and students in the urban core of Minneapolis, to implement and support environmental education in schools and communities that have traditionally been lacking in environmental programs. Hennepin County will equip students in North Minneapolis with the information necessary for healthier communities, a greater sense of stewardship, and increased appreciation for their natural world.

This program will focus in two areas, training teachers in existing environmental education curriculum and supporting outdoor educational activities as a hands-on experience. *UrbanWatch* will bring a collective of proven curricula and tools to empower teachers and at-risk students to explore, monitor, enhance, and protect environmental resources. It will increase their knowledge and skills regarding ecology, agriculture, water resources, and biological diversity in their own neighborhoods. These experiences will equip students and community members with the information necessary for healthier communities, a greater sense of stewardship, and increased appreciation for their natural world.

Through a grant program, Hennepin County will assist schools, community groups, non profit organizations, and churches to apply for funds to implement a new outdoor educational project. This project may include gardening, biological monitoring, field research and field trips. Hennepin County will administer all funds and work directly with community partners to insure program success. Focus of this program is the youth of North Minneapolis.

### III. PROJECT STATUS UPDATES:

Project Status as of January 2012:

Project Status as of *June 2012*:

Project Status as of January 2013:

Project Status as of June 2013:

Project Status as of January 2014:

Project Status as of June 2014:

### IV. PROJECT ACTIVITIES AND OUTCOMES:

#### ACTIVITY 1: Hennepin County Teacher Academy

**Description:** In many north Minneapolis public schools, teachers struggle with limited resources and a lack of supplies for environmental science instruction. This Teacher Academy will provide curriculum instruction for K-12 public school teachers in water resources, ecology and agriculture. In combination with curriculum, teachers will be eligible for funds to implement projects into their classroom and/or school. The curricula that will be offered are: Project Wet and MinnAqua from the Minnesota Department of Natural Resources; Schoolyard Ecology Explorations from UM Extension. Hennepin County will rely on its successful and established relationship with many Minneapolis public schools to

offer and implement these curricula. Staff assistance is available for teachers throughout grant term and is at the cost of Hennepin County.

**Summary Budget Information for Activity 1:**

**ENRTF Budget: \$54,762**  
**Amount Spent: \$0**  
**Balance: \$54,762**

**Activity Completion Date: March 2013**

<b>Outcome</b>	<b>Completion Date</b>	<b>Budget</b>
<b>1. YEAR 1:</b> Cost of 30 teachers trained in DNR and UM SEE curriculum (15 with DNR at a cost of \$218.00 per = \$3270. 15 with UM at a cost of \$557 per = \$8361); These 30 teachers will directly impact an estimated 600 students in classrooms each year. This cost includes all materials for each teacher and instructor costs.	September 1, 2012	\$11,631
<b>2. YEAR 1:</b> Funds to implement DNR curriculum into classroom including monitoring equipment, resource materials (\$250 per teacher)	June 30, 2014	\$3750
<b>3. YEAR 1:</b> Funds to implement UM Extension SEE curriculum into classroom; including gardening supplies, plant materials, tools; \$800 per school.	June 30, 2014	\$12,000
<b>4.</b> Hennepin County staff assists with curriculum implementation at cost of Hennepin County.	June 30, 2014	- \$0 -
<b>5. YEAR 2:</b> Cost of 30 teachers trained in DNR and UM SEE curriculum (15 with DNR at a cost of \$218.00 per = \$3270. 15 with UM at a cost of \$557 per = \$8361); These 30 teachers will directly impact an estimated 600 students in classrooms each year. This cost includes all materials for each teacher and instructor costs. <b>TOTAL: \$23,262</b>	September 1, 2013	\$11,631
<b>6. YEAR 2:</b> Funds to implement DNR curriculum into classroom including monitoring equipment, resource materials (\$250 per teacher) <b>TOTAL: \$7,500</b>	June 30, 2014	\$3750
<b>7. YEAR 2:</b> Funds to implement UM Extension SEE curriculum into classroom; including gardening supplies, plant materials, tools; \$800 per school. <b>TOTAL: \$24,000</b>	June 30, 2014	\$12,000
<b>8.</b> Hennepin County staff assists with Curriculum implementation at cost of Hennepin County	June 30, 2014	-\$0-

**RESULT 2: Growing Futures**

**Description:** The *Growing Futures* project will focus resources on students in North Minneapolis by providing opportunities to plan, develop, and implement outdoor activities in their communities. Through *Growing Futures*, students and community residents will experience the concepts of environmental science, community participation, business, math and health in a hands-on environment. Hennepin County will initiate a grant program for organizations in North Minneapolis to apply for resources to support and implement environmental programs. Hennepin County staff has developed a Request For Proposals (see Attachment) to be distributed to schools, community organizations, nonprofits and church groups throughout North Minneapolis. Hennepin staff will assist all eligible groups in applying for these funds. We will be asking for awards up to \$25,000 per organization but expect a mixture of applications from \$1,000 to \$25,000 per organization. It is expected that up to 50 organizations will apply and between 6 and 20 grants will be made. All grants will be on a reimbursement basis. Hennepin County staff from Environmental Services, Human Services and Public Health as well as staff

from UM Extension and a private citizen will serve on the award committee to determine grant disbursement. Hennepin County will work with all applicants who chose to apply for this funding. All proposals submitted will be public information and the award committee will be cleared of any conflict of interest.

**Summary Budget Information for Activity 1:**

**ENRTF Budget: \$145,238**  
**Amount Spent: \$ 0**  
**Balance: \$145,238**

**Activity Completion Date: March 2013**

<b>Outcome</b>	<b>Completion Date</b>	<b>Budget</b>
1. Distribute RFP, review applications, awards announced	January 2012	-\$0-
2. Contracts established, work plans reviewed and approved	March 2012	-\$0-
3. Between 6 and 20 grants will be awarded through an RFP; work begins on all grant projects; technical assistance available.	March 2014	\$145,238
4. Final reports and products completed	June 2014	-\$0-

**Activity Status as of January 2012.**

**Activity Status as of June 2012:**

**Activity Status as of January 2013:**

**Activity Status as of June 2013:**

**Activity Status as of January 2014:**

**Final Report Summary: June 2014**

**V. DISSEMINATION:** All means of communication will be employed including press releases, electronic newsletters, direct email, timely website updates, announcements in local news papers and letters.

**Description:** [www.hennepin.us](http://www.hennepin.us) will be the main format for dissemination of news, updates, opportunities and project statuses. We will also provide printed pieces as appropriate. Social media will also be utilized to disseminate information.

Status as of January 2012:

Status as of June 2012:

Status as of January 2013:

Status as of June 2013:

Status as of January 2013:

Final Report Summary June 2014:

**VI. PROJECT BUDGET SUMMARY:**

**A. ENRTF Budget:**

<b>Budget Category</b>	<b>\$ Amount</b>	<b>Explanation</b>
Total grant amount(\$145,238)		Grants will be awarded up to \$25,000 per organization.
Grants - Personnel: to organizations that obtain funding	<b>\$ 44,238</b>	Approximate of 30% of grantee budget
Grants - Equipment/ Tools/ Supplies:	<b>\$ 94,000</b>	Estimate of 65% of grantee budget
Grants - Printing:	<b>\$ 7,000</b>	5% allowable expenditure for printing brochures, fliers, reports.
Teacher Academy workshops	<b>\$23,262</b>	Costs include all materials and instructors for <u>Year 1 and 2</u> ; \$14,040 to DNR for training and \$40,722 to UM Extension for training.
Teacher implementation funds (per teacher and per school: total of \$31,500)	<b>\$7,500</b>	<b>DNR:</b> Funds in <u>Year 1 and 2</u> to assist with implementation of DNR curriculum into schools and classrooms; includes equipment, supplies such as, monitoring equipment,
	<b>\$24,000</b>	<b>UM EXTENSION:</b> Funds in <u>Year 1 and 2</u> to implement UM Extension, SEE curriculum at schools; \$800 per school includes all materials necessary for a garden at each school
<b>TOTAL ENRTF BUDGET:</b>	<b>\$200,000</b>	

**Number of Full-time Equivalent (FTE) funded with this ENRTF appropriation:**

Grant funds will be used for new staff (1.5) to fulfill obligations for ENRTF projects. Approximately \$45,000 for staffing is estimated with the remainder (\$94,000) for equipment and supplies.

**Number of Full-time Equivalent (FTE) estimated to be funded through contracts with this ENRTF appropriation: Put in staff time as in kind here:** All County (HCES) staff involvement will be at the cost of Hennepin County. All UM Extension staff will be at the cost of UM Extension (Betsy Wieland 5%).

**B. Other Funds:**

<b>Source of Funds</b>	<b>\$ Amount Proposed</b>	<b>\$ Amount Spent</b>	<b>Use of Other Funds</b>
IN-KIND: Staff from HCES and UM Extension	\$38,400	\$	
<b>TOTAL OTHER FUNDS:</b>	<b>\$38,400</b>	<b>\$</b>	

**VII. PROJECT STRATEGY:**

**A. Project Partners:**

We are actively networking with existing programs in North Minneapolis including Minneapolis Public Schools, EJAM, Project Sweetie Pie, NorthPoint Health and Wellness, Minneapolis Public Schools, University of Minnesota Extension, Minnesota Department of Natural Resources, and the Hennepin County Human Services and Public Health Department. Our community representative is Mr. Bill English. The list of partners will continue to grow as we work with community members throughout this project. All grant awardees will become project partners and will have hands-on assistance as needed.

**B. Project Impact and Long-term Strategy:** This project is unique in Hennepin County as the focus for all projects is urban youth. In many instances this part of the population is lacking for experiences and resources related to environmental education. The intention is to provide the necessary opportunity and tools for urban youth to expand their experience and exposure to environmental resources. 30 teachers will be trained in proven curriculum and will be given funds to assist with successful implementation into the classroom. These 30 teachers will directly impact an estimated 600 students in classrooms each year. Growing Futures will also provide a means to increase exposure to outside experiences in the natural resource realm. This particular project is only a piece of a larger concept that we hope to implement in future years. Additional funding will be sought from various resources.

**C. Spending History:**

All staff time that has been invested into this project since 2010 has been an in-kind contribution from Hennepin County.

<b>Funding Source</b>	<b>M.L. 2005 or FY 2006-07</b>	<b>M.L. 2007 or FY 2008</b>	<b>M.L. 2008 or FY 2009</b>	<b>M.L. 2009 or FY 2010</b>	<b>M.L. 2010 or FY 2011</b>

**XI. REPORTING REQUIREMENTS:** Periodic work plan status update reports will be submitted not later than January 2012, June 2012, January 2013, June 2013 and January 2013. June 2014. A final report and associated products will be submitted between June 30 and August 1, 2014 as requested by the LCCMR.

Attachment A: Budget Detail for M.L. 2011 Projects -Environment and Natural Resources Trust Fund Projects.								
<b>Project Title:</b> <i>Urban Watch:Experiential Environmental Education for Urban Youth</i>								
<b>Legal Citation:</b> M.L. 2011, Chp. , Article 3, Sec 2 Subd. 8(c)								
<b>Project Manager Name:</b> <i>Mary Karius</i>								
<b>M.L. 2011 ENRTF Appropriation:</b> \$200,00								
<b>Project Length and Completion Date:</b> 3 years: June 30, 2014								
<b>Date of Status Update:</b>								
2011 Trust Fund Budget	Activity 1 Budget:	Amount Spent (date)	Balance (date)	Activity 2 Budget:	Amount Spent (date)	Balance (date)	TOTAL BUDGET	TOTAL BALANCE
	<i>Teacher Academy</i>			<i>Growing Futures</i>				
BUDGET ITEM								
Professional/Technical Contracts								
Minnesota Department of Natural Resources: Training - YEAR 1 and 2 workshops with 15 teachers each	\$4,740	\$0	\$4,740				\$4,740	\$4,740
University of Minnesota Extension: Training - Year 1 and 2 workshops for 30 total teachers	\$12,222	\$0	\$12,222				\$12,222	\$12,222
Equipment /Tools/Supplies (Teacher academy, youth implementation)								
Workshop materials including reference books (for 30 teachers total)	\$6,300	\$0	\$6,300				\$6,300	\$6,300
Implementation funds per teacher (DNR: \$250) and per school (UM Extension \$800)	\$31,500	\$0	\$31,500				\$31,500	\$31,500
Grants								
Grants - staffing needs for grantees (estimated at 30%)				\$44,238	\$0	\$44,238	\$44,238	\$44,238
Grants - Equipment / Tools/Supplies: funds estimated for grantees, to be used for equipment and supplies to implement outdoor environmental projects. (estimated at 65%)				\$94,000	\$0	\$94,000	\$94,000	\$94,000
Grants - funds estimated for grantees, Other: printing for brochures, fliers, reports. (estimated at 5%)				\$7,000	\$0	\$7,000	\$7,000	\$7,000
<b>COLUMN TOTAL</b>	<b>\$54,762</b>	<b>\$0</b>	<b>\$54,762</b>	<b>\$145,238</b>	<b>\$0</b>	<b>\$145,238</b>	<b>\$200,000</b>	<b>\$200,000</b>

**REQUEST FOR PROPOSAL**

**HENNEPIN COUNTY**

**Experiential Environmental Education for Urban Youth**

October 2011



# REQUEST FOR PROPOSAL

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## **REQUEST FOR PROPOSAL URBANWATCH PROJECT**

### **SECTION I: INTRODUCTION**

Hennepin County is soliciting proposals to initiate new environmental education programs targeting inner-city youth that provide hands-on, experiential outdoor learning opportunities. All projects centered on outdoor learning opportunities for youth are eligible. All projects must focus on inner-city youth and must include youth in project direction, implementation and evaluation. The project must be initiated in 2012 or 2013 and completed by March 31, 2014. Proposals may not include projects already underway. For any garden projects, plans must undergo a technical review (Hennepin County assistance with garden development, material selection and implementation is highly recommended). Cooperative applications are encouraged. Proposers must:

- Center projects on outdoor learning opportunities for youth.
- Focus on inner-city youth in North Minneapolis.
- Include youth in project direction, implementation and evaluation.
- Be initiated in 2012 and/or 2013 and may not include projects already underway.
- Successful applicants will be required to submit a work plan.

This Request for Proposal (“RFP”) constitutes only an invitation to submit proposals to Hennepin County. It is not to be construed as an official request for bids, but as a means by which Hennepin County can acquire information related to the purchase of services. Any proposal submitted as provided herein constitutes a suggestion to negotiate and **IS NOT A BID**.

Hennepin County reserves the right to determine, at its sole and absolute discretion, whether any aspect of the proposal satisfactorily meets the criteria established in this RFP, the right to seek clarification from any Proposer(s), the right to negotiate with any Proposer(s) whether or not they submitted a proposal, the right to reject any or all proposals with or without cause, and the right to cancel and/or amend, in part or entirely, the RFP.

This RFP does not commit Hennepin County either to award a contract or to pay for any costs incurred in the preparation of a proposal. Submission of a proposal as provided herein shall neither obligate nor entitle a prospective Proposer to enter into an agreement with Hennepin County.

It is understood that any proposal received and evaluated by Hennepin County can be used as a basis for direct negotiation of the cost and terms of a contract between Hennepin County and the particular firm submitting such a proposal. Hennepin County reserves the right to negotiate pertinent contract terms concurrently with any number of firms as they deem in their best interest, whether or not such firm has submitted a proposal. In submitting this proposal, it is understood by the Proposer that Hennepin County reserves the right to accept any proposal, to reject any and all proposals and to waive any irregularities or informalities that Hennepin County deems is in its best interest.

Evaluation of proposals by staff, advisory committees, or by any other group is advisory only. Hennepin County may consider or reject such evaluations or recommendations for any or all proposals. Such evaluations are for the sole benefit of Hennepin County, and as such, they are not binding upon Hennepin County nor may they be relied upon in any way by a Proposer.

Hennepin County reserves the right to request additional data, oral discussion, or a presentation in support of the written proposal. Hennepin County is not obligated to respond to any proposal submitted nor is it legally bound in any manner whatsoever by the submission of a proposal. It is the intention of Hennepin County to enter into a contract with the firm(s) with which Hennepin County can make the most satisfactory arrangements for its needs.

Hennepin County has broad rights with respect to the proposal detailed in this RFP. Hennepin County may decide to contract with more than one entity to develop the services contemplated herein.

## **SECTION II: BACKGROUND**

UrbanWatch is a program of Hennepin County, Department of Environmental Services. Funding for this project was provided by the Minnesota Environment and Natural Resources trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR). The Trust Fund is a permanent fund established by the citizens of Minnesota to assist in the protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources.

## **SECTION III: SUBMISSION OF PROPOSALS**

Each Proposer must submit one original of the proposal (please copy double-sided).

Proposals must not be longer than five pages in addition to the cover page.

Each Proposer shall also supply an electronic copy of the proposal in pdf or word format to [mary.karius@co.hennepin.mn.us](mailto:mary.karius@co.hennepin.mn.us)

Each proposal shall be submitted using print with 12 point font.

Proposals must be received no later than 4:30 p.m., Central Standard Time (CST), Friday, November 4, 2011, at the following address:

**Hennepin County Environmental Services  
Attention: Mary Karius  
701 4th Avenue S, Suite 700  
Minneapolis, MN 55415-1600**

Proposals submitted by facsimile will not be accepted. Hennepin County is not responsible for delays or losses caused by the U.S. Postal Service or any other carrier or delivery service. Hennepin County reserves the right to accept proposals after the date specified above.

For additional information on guidelines and content of all proposals, please see Attachments.

## SECTION IV: DEFINITIONS

- A. **CONFLICT OF INTEREST:** A situation in which a person or entity presently has, or has previously had, a duty or obligation to more than one person or organization, and consequently cannot fairly maintain obligations to the actual or potentially adverse interests of one or more parties. A conflict of interest exists where an individual owes a duty of loyalty to another party, which is or can be compromised, directly or indirectly, by the pursuit of personal interests by a person or entity, or the pursuit by that person or entity of obligations to another person or party.
- B. **PROPOSER.** An individual or firm which submits a proposal to provide the legal and financial guidance services requested by this RFP. A Proposer can include a joint venture, partnership, or other organizational structure, including a proposal team.
- C. **CONTRACTOR.** An individual or firm who enters into a contract for services with Hennepin County to provide the scope of services described in Section VII. B. of this RFP.

## SECTION V: RULES GOVERNING REQUEST FOR PROPOSALS

### A. INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS

- 1. **Proposal Signature** - Each proposal shall be signed by a principal of the Proposer firm, or another person, who is fully authorized to act on behalf of the Proposer(s).
- 2. **Extension of Time** - Hennepin County reserves the right to extend the proposal due date. If a Proposer needs an extension of time to prepare the proposal a written request should be forwarded no later than five (5) days prior to the due date of this RFP and explain the circumstances necessitating the request. The request should be directed to the address noted in Section V(C)(1), Contact Between Proposer and Hennepin County - Questions. Extensions may be granted in the sole discretion of Hennepin County. In the event an extension request is granted, prospective Proposer(s) will be notified immediately.
- 3. **Addenda - Right to Withdraw RFP** - Hennepin County reserves the right to add to, amend, withdraw and/or cancel, in part or entirely, this RFP for any reason and at any time with no liability to any prospective Proposer for any costs or expenses incurred in connection with the RFP or otherwise. If any part of the RFP is revised, addenda to the RFP will be provided to all Proposers provided a copy of the RFP.

### B. PROPOSAL CONDITIONS

- 1. **Public Record/Confidentiality** - Proposals submitted become a matter of public record. Information supplied by the Proposer to Hennepin County is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Such information is public unless it falls within one of the exceptions in the Act, such as

security information, trade secret information, or labor relations information pursuant to Minnesota Statute Section 13.37. If the Proposer believes any non-public information will be supplied in response to the RFP, the Proposer shall take reasonable steps to identify and provide reasonable justification to Hennepin County regarding which data, if any, falls within the Minnesota Government Data Practices Act exceptions. However, the Proposer agrees as a condition of submitting a proposal that Hennepin County will not be held liable or accountable for any loss or damage which may result from a breach of confidentiality as may be related to the responses submitted. The proposer agrees, by submitting a proposal, to indemnify Hennepin County from any liability resulting from any and all third party claims and / or losses which may arise as a result of this process.

2. **Award** - Hennepin County reserves the right not to award a contract to any Proposer(s). If Hennepin County decides to award a contract(s), Hennepin County will award a contract(s) to the qualified Proposer(s) whose proposal Hennepin County determines best meets the needs of Hennepin County. Hennepin County reserves the right to award a contract(s) other than to the lowest priced proposal.
3. **Ownership of Materials Submitted** - All material submitted is the property of Hennepin County and will not be returned.
4. **Proposers' Costs** - Hennepin County shall not be responsible for any costs incurred by Proposers in connection with this RFP. Proposers shall bear all costs associated with proposal preparation, submission and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.
5. **Use of Proposal Ideas** - Hennepin County reserve the right to use any or all Proposer service ideas presented. Selection or rejection of the proposal does not affect this right.

## C. CONTACT BETWEEN PROPOSER AND HENNEPIN COUNTY

1. **Questions** - Inquiries concerning any aspect of this RFP and contract award should be submitted, in writing to:

**Hennepin County Environmental Services**  
**Attention: Mary Karius**  
**701 4th Avenue S, Suite 700**  
**Minneapolis, MN 55415-1600**

Contact Person: Mary Karius  
612-596-9129  
Mary.Karius@co.hennepin.mn.us

The closing date for receipt of written questions will be on Friday November 4, 2011, by 4:30 p.m., CST.

2. **Errors** - Should the Proposer believe that an error appears in the RFP documents, Proposer shall notify Hennepin County at the address noted above.

## **SECTION VI: SELECTION OF PROPOSAL**

### **A. SELECTION PROCESS**

1. **Criteria Compliance** - Hennepin County reserves the right to determine, in its sole and absolute discretion, whether any aspect of a proposal satisfactorily meets the criteria established in this RFP.
2. **Additional Information Requests** - Hennepin County reserves the right to request additional information from Proposers during any phase of the proposal evaluation process. During the evaluation and selection process, Hennepin County may request the presence of Proposer's representatives to make presentations and answer specific questions. Notification of any such requirements will be given as necessary.

## **SECTION VII: CONTENT OF PROPOSAL**

Proposals must include the following information, preferably in the following order:

### **A. QUALIFICATIONS (KNOWLEDGE, EXPERTISE, CAPABILITIES)**

1. Please state your firm's name, including its organizational form (i.e. partnership, corporation, etc.), address, and date of formation or establishment of firm, or as appropriate, similar information for each member of the proposal team.
2. Please identify:
  - a. The expertise of the person, firm or proposal team in the area of environmental education, outreach, and/or service.
  - b. The names of key personnel assigned to the work, their association to the Proposer, their academic credentials, resumes and experience.
  - c. Similar projects undertaken within the past five (5) years. For each project, identify the client's name, address and telephone for a contact person currently available who is familiar with the project.
  - d. At least three references, preferably governmental agencies, with telephone numbers and contact persons, whom we may call. Indicate the services being utilized by each reference provided.
3. Please provide any additional information that you feel is relevant.

## **B. SCOPE OF SERVICES**

If Hennepin County enters into a contract with a Proposer or other entity, the Proposer shall provide the following:

1. Complete progress reports and one final report. Documentation of activities and expenditures must be submitted with reports
2. Recognize the *Minnesota Environment and Natural Resources Trust Fund* as the Source of funds in publications, presentations, websites, at events, etc.
3. Abide by the reimbursement and reporting schedule.
4. Secure approval for any changes to the work plan, major activities, staff or budget from the UrbanWatch Project Manager.
5. For additional information, please see Attachment 4, Appropriate Use of Funds and Restrictions.

## **C. CONFLICTS OF INTEREST**

Please disclose any conflicts of interest your firm may have in performing the work described in this RFP. Please refer to *Definitions*, Section IV.

## Attachment 1: Instructions

**Proposals should be no longer than five (5) pages, single-space, with 12 point font.** The Cover Page, insurance statement, budget, and appendices do not count as part of the five-page limit. Proposal should include the following sections listed below. The weight given to each section is provided.

1. **Cover Page**  
All applicants must complete the Cover Page, provided at the end of this document.
2. **Project Rationale and Context** (10 points)  
Provide a short description of the organization or school. Describe how the proposed project will contribute to the organization’s mission and how it will impact the organization’s network/community. Describe how the proposed project will effectively and creatively contribute to environmental education of inner-city youth.
3. **Application demonstrating partnerships** (5 points). Describe in detail all community partners involved in this project and your history with these partners.
4. **Project Goal, Objectives, Activities and Evaluation** (40 points)  
**Project Goal:** 50 words or less. Describe the overall goal for the project.  
**A. Objectives**  
Describe **two to three objectives** for the project. Objectives should be specific, measurable, and indicate the expected outcome.  
**B. Activities**  
For each objective, describe the activity (ies) to complete the objective. Activities should include efforts to **educate** and **engage** project participants. While some objectives may relate to education and some to hands-on activities, the project must include activities to both educate and engage participants.  
**C. Evaluation**  
Describe how the objective will be evaluated to see if the objective was achieved.
5. **Project Timeline** (5 points). Provide a project timeline chart that highlights major activities and their approximate dates for duration of the project.
6. **Sustaining Your Project** (10 points). Describe the parts of the project that may be sustained after the completion of the grant period and how this may happen.
7. **Key Project Personnel** (5 points). Provide a short description of the background and qualifications of primary project staff.
8. **Disseminating Results to Other Organizations** (5 points). Describe how the organization will share project results and train other “peer” organizations. Be as specific as possible about the size and type of audience that may be reached.
9. **Budget** (20 points) A sample budget can be found in Attachment 5.  
Provide a **detailed budget that lists each item** needed to complete the project. Describe each item and justify/explain the amount requested. Include any other sources of funding for the project.



## **Attachment 2: Checklist**

Proposals must follow the guidelines provided in order to be considered. Please double-check your proposal before sending it to make sure all guidelines have been met.

### **Proposal Checklist:**

- Proposals that are mailed or hand-delivered must be guaranteed to arrive by 12:00 noon on Friday November 4, 2011.
- The Cover Page is complete and submitted with the full proposal.
- Complete answers for all sections.
- Application will fill *no more* than five pages (one page = one side of a page).
- The original copy is enclosed.
- A PDF or PC Microsoft Word electronic version emailed to [mary.karius@co.hennepin.mn.us](mailto:mary.karius@co.hennepin.mn.us)
- The copies are double-sided.
- The application is produced with 12-point font.
- No pages of the original or copies are missing due to copier or printer mistakes.

**Attachment 3: Tips.**

**EXAMPLE 1: Tips for writing strong objectives and evaluations:**

Objectives should include a specific outcome that will be achieved, including quantitative information. Evaluation of the objectives should not only include counting the number of participants in the project activities, but also include any short-term or long-term behavior changes. A standard set of evaluation questions related to behavior change is required that can be customized to each project.

Project: Project title here

Project Goal: Goal for project

Objective 1: What you want to achieve

Objective 1 Activities: How you will go about achieving Objective 1.

Objective 1 Evaluation: How you will evaluate if Objective 1 was a success.

**EXAMPLE 2: Timeline**

	April 2012	May 2012	June 2012	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013
<b>Objective 1</b>										
Activity 1	X	X	X							
Activity 2		X	X	X	X	X	X			
Activity 3					X	X	X	X	X	
<b>Objective 2</b>										
Activity 1	X	X	X	X						
Activity 2		X	X	X	X	X				
Activity 3				X	X	X	X	X	X	

## **Attachment 4:**

### **Expectations and Reporting Requirements**

All groups awarded a contract through this program will be required to fulfill the obligations described below:

- Submit a detailed work plan.
- Complete two progress reports and one final report. Documentation of activities and expenditures must be submitted with reports.
- Recognize the *Minnesota Environment and Natural Resources Trust Fund* as the source of funds in publications, presentations, websites, at events, etc.
- Abide by the reimbursement and reporting schedule.
- Secure approval for any changes to the work plan, major activities, staff, or budget from the Project Manager.

### **Appropriate Use of Funds and Restrictions:**

#### ELIGIBLE expenses:

- Eligible expenditures incurred only after the effective date in the approved Work Plan.
- Wages and expenses of salaried Recipient employees if specified and documented in the Work Plan. Maximum 4%.
- Fringe benefit expenses limited to salary, FICA/Medicare, retirement, and health insurance of Recipient's employees if specified in the Work Plan;
- Materials and supplies specific to the project and incoming freight charges for them;
- Capital expenditures for facilities, equipment, and other capital assets as expressly approved in the Work Plan. For expenditures greater than \$3,500, the Recipient must include in the Work Plan an explanation as to how all the equipment purchased with the appropriation will continue to be used for the same program through its useful life, or, if the use changes, a commitment to pay back to the Environment & Natural Resources Trust Fund an amount equal to either the cash value received or a residual value approved by the director of the LCCMR if it is not sold;
- Publication & printing expenses necessary for contract administration, work products production, and semi-annual reports relating to Work Plan accomplishments;

#### INELIGIBLE expenses:

- Any expenses incurred before the project is authorized, before March 1, 2012 or before Work Plan approval.
- Fund raising;
- Taxes, except sales tax on goods and services;
- Insurance, except title insurance;
- Lobbyists or political contributions;
- Advertising and marketing expenses;
- Directors' or officer's salary, including executive director;
- Office rental fees (including storage space rental);
- Overhead and indirect expenses, including office maintenance, office utility expenses, office materials and supplies;
- Communication expenses incurred for telephone calls, web access, postage, and similar services.
- Purchase of communication devices such as pagers, cell phones, personal data assistants (PDAs);
- Purchase of computers;
- Purchase of audiovisual equipment;
- Entertainment, gifts and prizes, food and refreshments;
- Conference attendance and associated costs and fees;
- Out of state transportation and travel expenses.

## Attachment 5: Budget

Each proposal must include a *detailed* budget that lists *each item* for which you request funding. In the budget or in an attached budget narrative, applicants should describe each item and justify the amount you requested. Applicants may copy and paste the budget sample below to use as a template.

<b>Budget Item</b>	<b>Requested Funds</b>	<b>Match/In-kind (if applicable)</b>	<b>Explanation</b>
Project staff	\$xx		List all hours for key personnel
Equipment	\$xx		Equipment needed for project
Supplies	\$xx		Plant materials, classroom supplies, etc.
Resources	\$xx		Copies, reference materials
<b>TOTAL</b>	<b>\$XX</b>		

### TIPS:

- If staff salaries or stipends are listed in the budget, those staff and their qualifications should be described in the “Key Project Personnel” section of your application.
- Be as specific as possible regarding the use of funds requested through the grant money. For example, do not list “Communications -- \$300.” Instead, list what type of communication expenses the \$300 will be used for (e.g., 500 copies, 150 mailings, etc.)
- Double-check the math. If the project is funded, the amount grantees receive will reflect the sum of the individual portions of the budget, even if the total is a different amount. The budget will be analyzed carefully during the review process.

**UrbanWatch 2012  
Proposal Cover Page**

Print this document double-sided to reduce waste.

**Project Title:**

**Organization Name:**

**Address:**

**City:**

**Zip:**

**County:**

**Phone:**

**Is your organization a 501(c) is a tax-exempt, nonprofit corporation or association?**

**PROJECT INFORMATION**

**Project Title:**

**Executive Summary:** (summarizes the main goal and activities of your project; 50 words or less)

**FUNDING REQUEST**

State the amount of funding you are requesting (up to \$25,000 per organization maximum):\$\_\_\_\_\_

**CONTACT INFORMATION**

**Primary contact/Project Manager for project:**

Name:

Address:

Phone:

Email:

**Fiscal agent** (*if different from above*):

Name:

Address:

Phone:

Email:

**Partnering organization(s) name** (*if applicable*):

Name(s):

Address:

Phone:

Email:

